

City of San Diego

CITY CONTACT

Contract Specialist: INSERT CONTRACT SPECIALIST NAME

Email: XXXXXXXXX@sandiego.gov

Phone No.: (619) 533-34XX, **Fax No.:** 619-533-3633

PM/SE/CPC



PROPOSAL DOCUMENTS (1-Step RFP DRAFT)



FOR

[PROJECT TITLE]

RFP NO.:

SAP NO. (WBS/IO/CC):

CLIENT DEPARTMENT:

COUNCIL DISTRICT:

PROJECT TYPE:

CDBG NO.:

FEDERAL AID PROJECT NO.:

THIS CONTRACT IS SUBJECT TO THE FOLLOWING:

- PHASED-FUNDING
- THE CITY'S SUBCONTRACTING PARTICIPATION REQUIREMENTS FOR SLBE PROGRAM.
- FEDERAL EQUAL OPPORTUNITY CONTRACTING REQUIREMENTS.
- PREVAILING WAGE RATES: STATE ☐ FEDERAL ☐
- APPRENTICESHIP
- THIS IS A [insert name of the agency] FUNDED CONTRACT THROUGH THE DEPARTMENT OF [insert name of the department].

PROPOSALS DUE:

12:00 NOON

CPC: [INSERT DUE DATE]

**CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTS**

**1010 SECOND AVENUE, 14th FLOOR, MS 614C
SAN DIEGO, CA 92101
ATTN: CONTRACT SPECIALIST**

TABLE OF CONTENTS

SECTION	PAGE NUMBER
1.	INTRODUCTION AND PROJECT OVERVIEW
2.	SUBCONTRACTING PARTICIPATION PERCENTAGES.....
3.	SELECTION AND AWARD SCHEDULE.....
4.	INSTRUCTIONS TO PROPOSERS AND GENERAL CONDITIONS
ATTACHMENTS	
A.	PROJECT DESCRIPTION, SCOPE OF WORK, TECHNICAL SPECIFICATIONS, AND BRIDGING DOCUMENTS.....
B.	PHASE FUNDING.....
C.	EQUAL OPPORTUNITY CONTRACTING PROGRAM
D.	FUNDING AGENCY PROVISIONS
E.	SUPPLEMENTARY SPECIAL PROVISIONS (SSP)
F.	RESERVED
G.	EVALUATION AND SELECTION CRITERIA
H.	PRICE FORMS
I.	CERTIFICATIONS AND FORMS
J.	DESIGN-BUILD AGREEMENT

REQUEST FOR PROPOSAL

1. INTRODUCTION AND PROJECT OVERVIEW

1.1. SOLICITATION

- 1.1.1. This is the City of San Diego's (City) solicitation process to acquire Design-Build services for the [Project Title] Design-Build project.
- 1.1.2. This RFP describes the Project, the required Scope of Work and Services, the Design-Builder selection process, the minimum information that shall be included in the Proposal for this Project and the terms and conditions governing the Work. Failure to submit all requested information in accordance with the requirements of this Request for Proposal (RFP) may be cause for disqualification.
- 1.1.3. Each Proposal, properly executed as required by this RFP, shall constitute a firm offer which may be accepted by the City within the time specified in the Proposal.
- 1.1.4. This RFP will not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for the Work.
- 1.1.5. Selection announcements, contract awards, and all data provided by the City shall be protected by the Design-Builder from public disclosure. The Design-Builders desiring to release information to the public, shall receive prior written approval from the City.
- 1.1.6. The Design-Builder, by submitting a response to this RFP, agrees to provide the required services for the terms and conditions noted in this RFP and its exhibits if awarded by the City. The agreement and other terms and conditions are included in the Design-Build Contract and The GREENBOOK, The WHITEBOOK, and the Supplementary Special Provisions (SSP).
- 1.1.7. Any architectural firms, engineering firms, specialty consultants, or individuals retained by the City to assist in drafting the RFPs or the Project's preliminary design may not be eligible to participate in the competition with any Design-Build Entity. It is the responsibility of the Design-Build entity to obtain the required legal advice necessary to resolve such matters.

- 1.2. **SUMMARY OF WORK:** This is the City's solicitation process to acquire Design-Build services for a Design-Build project to [ADD SYNOPSIS]. For additional information refer to Attachment A.

- 1.3. FULL AND OPEN COMPETITION:** This contract is open to full competition and may be bid on by Contractors who are on the City's current Prequalified Contractors' List. For information regarding the Contractors Prequalified list visit the City's web site: <http://www.sandiego.gov>.
- 1.4. PROPOSAL DUE DATE AND TIME ARE:** _____ .
- 1.5. ESTIMATED PROJECT COST:** The City's estimated cost for this project is \$_____.
- 1.6. LICENSE REQUIREMENT:** The City has determined that the following licensing classification (s) are/is required for this contract: **A B C27**
- 1.7. CONTRACT PERIOD:** The Project, including the Plant Establishment Period, shall be completed within **xx** Working Days from the Notice to Proceed (NTP).
- 1.8. PREVAILING WAGE RATES APPLY TO THIS CONTRACT:** Refer to Attachment D.
- 1.9. PHASED FUNDING:** For Phased Funding Conditions, see Attachment B.
- 1.10. CONTRACTOR LICENSE AND PREQUALIFICATION STATUS:**
- 1.10.1.** The Design-Builder must possess a Class "xx" California State Contractor's license.
- 1.10.2.** The Design-Builder must, at the time of submission of the proposal, be prequalified at an amount equal to or greater than the total amount proposed, including any alternates or options.
- 1.10.3.** The Design-Builder's California State License and City of San Diego prequalification status as specified herein must be valid at time of submission.
- 1.11. PRE-PROPOSAL MEETING AND SITE VISIT:**
- 1.11.1.** Those wishing to submit a Proposal are **encouraged OR required** to attend the Pre-Proposal Meeting. The purpose of the meeting is to discuss the scope of the Project, submittal requirements, the prequalification process and any Equal Opportunity Contracting Program requirements and reporting procedures. To request a sign-language or oral interpreter for this visit, call the Public Works Contracts Division at (619) 533-3450 at least 5 Working Days prior to the meeting to ensure availability. Failure to attend the Mandatory Pre- Proposal Meeting may result in the Design-Builder's Proposal being deemed non-responsive. The Pre-Proposal meeting is scheduled as follows:

Date:
Time

Location:

- 1.11.2. Attendance at the Pre-Proposal Meeting will be evidenced by the Design-Builder's representative's signature on the attendance roster. It is the responsibility of the Design-Builder's representative to complete and sign the attendance roster.

Admittance may be denied to those arriving after the specified start time of the mandatory Pre-Proposal Meeting.

- 1.11.3. **PRE-PROPOSAL SITE VISIT:** All those wishing to submit a Proposal are **encouraged to (OR) MUST** visit the Work Site with the Engineer. The purpose of the Site visit is to acquaint the Proposers with the Site conditions. To request a sign language or oral interpreter for this visit, call the Public Works Contracts at (619) 533-3450 at least 5 Working Days prior to the meeting to ensure availability. The Pre-Proposal Site Visit is scheduled as follows:

Time:

Date:

Location:

2. **SUBCONTRACTING PARTICIPATION PERCENTAGES:** Subcontracting participation percentages apply to this contract.

- 2.1.1. The City has incorporated mandatory SLBE-ELBE subcontractor participation percentages to enhance competition and maximize subcontracting opportunities. For the purpose of achieving the mandatory subcontractor participation percentages, a recommended breakdown of the SLBE and ELBE subcontractor participation percentages based upon certified SLBE and ELBE firms has also been provided to achieve the mandatory subcontractor participation percentages:

- | | |
|----------------------------------|--------------|
| 1. SLBE participation | 10.9% |
| 2. ELBE participation | 15.5% |
| 3. Total mandatory participation | 26.4% |

- 2.1.2. The Proposal will be declared non-responsive if the Proposer fails to meet the the following mandatory requirements:

- 2.1.2.1. Proposer's inclusion of SLBE-ELBE certified subcontractors at the overall mandatory participation percentage identified in this document; **OR**
- 2.1.2.2. Proposer's submission of Good Faith Effort documentation, saved in searchable Portable Document Format (PDF) and

stored on Compact Disc (CD) or Digital Video Disc (DVD), demonstrating the Proposer made a good faith effort to outreach to and include SLBE-ELBE Subcontractors required in this document within 3 Working Days of the Proposal due date if the overall mandatory participation percentage is not met.

3. SELECTION AND AWARD SCHEDULE:

3.1. The City anticipates that the process for selecting a Design-Builder and awarding the contract will be according to the following tentative schedule. Dates are subject to change:

- | | | |
|-------------|-----------------------------|---------------|
| 3.2. | Pre-Proposal Meeting | XXXX XX, XXXX |
| 3.3. | Proposal Due Date | XXXX XX, XXXX |
| 3.4. | Presentations or Interviews | XXXX XX, XXXX |
| 3.5. | Selection and Notification | XXXX XX, XXXX |
| 3.6. | Limited Notice to Proceed | XXXX XX, XXXX |